



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS AIR FORCE SERVICES AGENCY

12 DEC 2003

MEMORANDUM FOR HQ ACC/SVP      HQ AETC/SVP      HQ AFMC/SVP  
   HQ AFSPC/SVP      HQ AMC/SVP      HQ PACAF/SVP  
   HQ USAFE/SVP      10 SVS/SV      11 SPTG/SVP  
   HQ AFSOC/SV

FROM: HQ AFSVA/SVP  
10100 Reunion Place, Suite 402  
San Antonio TX 78216-4138


SUBJECT: Air Force Chess Program (SUSPENSE: 30 Apr 04)

1. This memorandum provides information on the Air Force Chess Program to be conducted by community centers or youth programs on bases without a community center program. The chess program includes base, MAJCOM, and Air Force level chess tournaments, and will provide opportunities for families, youth, and other community members to participate in a recreational/educational activity. The program will culminate with Air Force active duty member participation in the Inter-Service and North Atlantic Treaty Organization (NATO) Chess Tournaments. All persons eligible to use community centers and youth programs may participate in the base-level and MAJCOM tournaments.
2. Please pass this information to your bases and encourage them to conduct chess programs and host tournaments. Base-level and MAJCOM tournaments must be held prior to the Air Force-wide tournament. The Air Force Chess Tournament is limited to active duty Air Force members, and is scheduled 10-14 May 04 at Keesler AFB, MS. The six-person Air Force team will be selected from those participating in the Air Force tournament. The team will participate in the Inter-Service Chess Tournament, and the top finishers from each service will be selected to represent the United States at the NATO Chess Tournament. The Inter-Service Chess Tournament will be held 20-25 Jun 04 at Keesler AFB, MS. The NATO tournament will be held 8-13 Aug 04 in the Netherlands.
3. Attached is guidance on how to conduct base or MAJCOM level tournaments, including; Guidance for Community Center or Youth Programs Directors Conducting the Chess Program (atch 1), Air Force Chess Program Guidelines (atch 2), Suggestions: How to Start a Chess Tournament (atch 3), and United States Chess Federation (USCF) Membership Application (atch 4). The USCF web site [www.uschess.org](http://www.uschess.org) provides valuable information, including supply catalogs and official rules, to help prepare for a tournament and step-by-step instructions on how to run a tournament.
4. Individual bases or MAJCOMs are responsible for funding, organizing, and holding base and MAJCOM tournaments. Individual bases or MAJCOMs are expected to fund selected active

duty Air Force members to compete in the Air Force tournament. Air Force headquarters will fund costs associated with the Inter-Service and NATO chess tournaments.

5. Provide this office the names of the active duty Air Force members selected to participate in the Air Force tournament by **30 Apr 04**. Include the name of the base where the member is stationed, name, rank, social security number, organizational address, commercial and DSN phone numbers, e-mail address, USCF rating, and a statement from the commander stating the availability of the participant for the inter-service and the NATO tournaments. Nominations will not be accepted without the statement of availability from the participant's commander.

6. If you have any questions, please call, Margaret Barnett, HQ AFSVA/SVPY, DSN 487-4045 or e-mail: Margaret.Barnett@agency.afsv.af.mil.

  
J. A. SWIGART-SMITH, Colonel, USAF  
Director of Programs

Attachments:

1. Guidance for Community Center or Youth Programs  
Directors on Conducting the Chess Program
2. Air Force Chess Contest Guidelines
3. Suggestions: How to Start a Chess Tournament
4. USCF Membership Application

cc:

HQ USAF/ILVY

## **GUIDANCE FOR COMMUNITY CENTER OR YOUTH PROGRAMS DIRECTORS ON CONDUCTING THE CHESS PROGRAM**

1. Review the Air Force Chess Program Guidelines and select dates to conduct this program. Utilize current chess players in the facilities with knowledge of how chess tournaments are held; some of the players or organizers may be familiar with the guidelines. Those beginning a chess program should review both the guidelines and Suggestions: How to Start a Chess Tournament.
2. Request an affiliate membership to the United States Chess Federation (USCF). Base libraries may be able to provide the base community center or youth center with a subscription.
3. Ensure there are materials to support the program; a minimum of eight chessboards, chess pieces, and clocks should be available. These can be ordered from USCF catalogs.
4. Select a USCF certified tournament director. A certified director is necessary to hold a rated tournament, which is required for the higher-level competition for the active duty players. A competent and interested tournament director is very important in conducting a successful tournament and making sure all of the results are submitted correctly to the USCF. You may need to contract and pay a tournament director if your tournament has more than 50 participants. If the tournament has fewer than 50 participants, and your community center or youth center is an USCF affiliate member, a USCF member can act as the tournament director.
5. Advertise the program in base publications. Ensure active duty and other participants are USCF members if they plan to compete in a rated Air Force tournament; other participants in non-rated tournaments are not required to be USCF members. Membership in the USCF is available online by going to the USFC web site and printing out the New Member/Renewal Application and sending it to the USFC or registration can be completed online. Tournament directors should have applications available at each tournament to sign up new members and facilitate sending in applications.
6. Conduct a rated USCF tournament for USCF members and run a concurrent tournament for interested beginners and non-USCF members. Ensure participants understand they must be USCF members if they are interested in competing in the Air Force and higher-level tournaments.

Atch 1

## **AIR FORCE CHESS PROGRAM GUIDELINES**

1. **PURPOSE:** The purpose of this program is to provide additional opportunities for families, youth, and other community members to participate in a recreational/educational activity. These guidelines also establish policies and operational procedures for selection of a six-person Air Force Chess team to participate in the inter-service and the North Atlantic Treaty Organization (NATO) chess tournaments.

2. **ELIGIBILITY:** All persons eligible to use Community Centers and Youth Centers may participate in the base-level tournaments. Only active duty USAF members are eligible for advancement to the Air Force Chess Tournament, Inter-Service Chess Tournament and the NATO Chess Tournament.

3. **SCHEDULE:** Base-level tournaments and MAJCOM selections for the Air Force-wide tournament should be completed and forwarded to HQ AFSVA/SVPY by **30 Apr 04**.

a. Base-level tournaments should provide three categories:

(1) Youth

(a) 6 through 8 years

(b) 9 through 12 years

(c) 13 through 18 years

(2) Active duty Air Force members

(3) DoD civilians, contractors, spouses, other eligible family members and retirees

b. The overall base-level winner is determined by competition between 1<sup>st</sup> and 2<sup>d</sup> place winners in each category.

c. Each MAJCOM may submit two USAF active duty participants who have competed in base-level or MAJCOM-level tournaments to compete in the Air Force Chess Tournament. If a player is unable to compete in a base-level or MAJCOM-level tournament and has a documented United States Chess Federation (USCF) rating of at least 2000, the MAJCOM may submit the player along with their two entries as an alternate. The winner of the 2003 Air Force tournament will be invited to the 2004 Air Force Chess Tournament. A six-member team will be selected to represent the Air Force at the Inter-service Chess Tournament. The top six finishers from the Inter-service Chess Tournament will represent the United States at the NATO Chess Tournament. Active duty personnel must have a signed release from their commander authorizing them to participate and stating they will be available for the Inter-Service and the NATO tournaments.

#### **4. RULES:**

- a. All tournaments must be conducted in accordance with the rules of the USCF.
- b. Complete rules, membership information, and information on running a chess tournament is available at the USCF website: [www.uschess.org](http://www.uschess.org). Click on About the USCF and Brochures and Forms.
- c. Competition should be in the Swiss style; rounds determined by the number of entries.
- d. Tournament director must be certified by the USCF as a tournament director.
- e. Adjudication made by the tournament director will be final.
- f. All active duty contestants wanting to advance to the Inter-service and NATO Chess Tournaments must be members of USCF. Contestants are responsible for purchasing their own membership.

#### **5. AWARDS:**

- a. Each base will provide participation certificates and awards for base-level competitions.
  - (1) Youth: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>
  - (2) Active Duty: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>
  - (3) DoD civilians, contractors, spouses, other eligible family members, and retirees: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>
- b. MAJCOM will provide participation certificates and awards for MAJCOM-level competitions.
  - (1) Youth: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>
  - (2) Active Duty: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>
  - (3) DoD civilians, contractors, spouses, other eligible family members and retirees: 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup>

#### **6. RESPONSIBILITIES:**

- a. Community Centers will provide:
  - (1) A project officer to coordinate and conduct the competition
  - (2) Coordination with the marketing staff for multimedia promotion and publicity

- (3) A USCF certified tournament director
- (4) A site for the competition and awards administration
- (5) Leadership representation at the awards ceremony
- (6) Chess sets, seeding charts, chess clocks, score sheets, and other incidental supplies necessary to conduct the tournament. All items can be purchased online through the USCF web site or through the USCF catalogue.
- (7) A system to ensure contestants may purchase membership in the USCF during registration
- (8) An after action report and 1<sup>st</sup>, 2<sup>d</sup>, and 3<sup>d</sup> place winners in each category to the MAJCOM POC no later than 15 working days after the event

b. MAJCOM will provide:

- (1) A project officer to coordinate and conduct the MAJCOM competition
- (2) Coordination with the marketing staff for multimedia promotion and publicity
- (3) A USCF certified tournament director
- (4) A site for the competition and awards administration
- (5) Leadership representation at the awards ceremony
- (6) Chess set, seeding charts, chess clocks, score sheets, and other incidental supplies necessary to conduct the tournament
- (7) Necessary information to each base to ensure active duty participants meet the requirements for selection/participation in the Air Force tournament and Inter-service Tournament
- (8) Information on the two participants selected to compete in the Air Force Chess tournament forwarded to the HQ AFSVA/SVPY POC by **30 Apr 04**
- (9) Notification to participants when final selection is completed
- (10) Information on possible resources for funding selected Air Force personnel to attend the Air Force-wide tournament

c. HQ AFSVA/SVPY will provide:

(1) Selection of the six-person team to represent the Air Force based on the following criteria:

(a) Placement in the Air Force Chess Tournament

(b) USCF rating

(c) Availability for the inter-service and the NATO tournaments

(2) Notification to each MAJCOM of team selected to represent the Air Force

(3) Necessary information to the Inter-service Chess Tournament POC for the Air Force team

(4) Coordination with the selected Air Force team members to ensure their participation in the Inter-Service and NATO Chess Tournaments

## **SUGGESTIONS: HOW TO START A CHESS PROGRAM**

1. If you have anyone playing chess in your facility show them the Air Force Chess Program Guidelines and ask if they would like to help set up a tournament.
2. Check your local community on and off post for existing chess clubs.
3. Log on to the United States Chess Federation (USCF) website <http://www.uschess.org> and download the Step-By-Step Brochure on Running Your First Tournament, and the USCF Official Affiliate Application.
4. Purchase a USCF affiliate membership for your facility. With the purchase of a membership, catalogues for chess equipment, *Chess Life* magazine, and the current ratings for all USCF members are mailed to you.
5. If you do not have chess equipment, order or purchase the necessary equipment to run a tournament. Minimum equipment necessary to start a tournament; eight chess boards, eight sets of chess pieces, eight chess clocks, and score sheets. A computer program is available to set up the pairing and games for a tournament. Also purchase the Official Rules of Chess compiled and sanctioned by the USCF and published by David McKay. To purchase a copy, call 1-800-388-KING or check a local bookstore.
6. Advertise in the base newsletter, local radio, commanders channel, etc., for certified USCF tournament directors and interested players.
7. Select a tournament director and date for the tournament. Having a good tournament director is your most valuable asset in setting up and running a successful chess tournament.
8. Reserve space for the tournament.
9. Work with the base marketing and advertise the tournament in all available mediums.
10. Identify funds for certificates and awards.
11. An entry fee could be charged to help defray costs if you have to pay for a certified tournament director and you do not have funds available.





**U.S. CHESS FEDERATION**  
**3054 US ROUTE 9W**  
**NEW WINDSOR, NY 12553**  
**800-388-KING • FAX 845-561-CHES**

**Z3** \_\_\_\_\_

FOR OFFICIAL USE ONLY— AFFILIATE: PLEASE PRINT  
 LEGIBLY AND FIRMLY. NOTE: AFFILIATES ARE NOT AGENTS OF  
 THE USCF FOR ANY PURPOSE

**NAME OF AUTHORIZED AFFILIATE:** \_\_\_\_\_

**I.D. NUMBER:** \_\_\_\_\_

**SELLING OFFICER'S NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## New Member/Renewal Application

**I. Member Information:** Please print legibly and firmly with a ballpoint pen.

**CHECK ONE:**

**New** **Renewal** USCF ID: \_\_\_\_\_ Exp. \_\_\_\_\_  
 (if renewing)

**NAME** (Last, First, Middle Initial) \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**Apt. #** \_\_\_\_\_

**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_

**ZIP + 4** \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

**PHONE** \_\_\_\_\_

**E-MAIL** (optional) \_\_\_\_\_

**CHECK ONE:**

**Date of Birth:** \_\_\_\_\_

**Male** **Female** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Do you want to exclude your name from promotional mailings?** Yes No

**Do you want to receive information by e-mail?** Yes No

**II. Dues Information:** In addition to *Chess Life* (CL), members receive many benefits. See reverse side for full membership descriptions and benefits. Rates subject to change. **MEMBERSHIP DUES ARE NOT REFUNDABLE.** Please Circle Amount Due.

### Memberships:

	Receives	1 YEAR	2 YEARS	3 YEARS
ADULT/REGULAR (20 and Over)	CL	\$49	\$90	\$130
SENIOR (65 and Over)	CL	\$36	\$65	\$93
YOUTH (19 and Under)	CL	\$25	\$49	\$70
SCHOLASTIC (14 and Under)	CL Bimonthly	\$19	\$35	\$52
BLIND	CL	\$12	\$23	\$33
ADDITIONAL FAMILY MEMBER**	None	\$23	\$45	\$65
(relative's USCF ID: _____)				
PRISON	CL	\$12	\$23	\$33
CHESS LIFE SUBSCRIPTION ONLY*		\$36	\$65	N/A
Economy Adult Regular**	None	\$39	\$73	\$107
Economy Scholastic**	None	\$13	\$25	\$37
6 MONTH TRIAL	CL	\$32		
LIFE	CL	\$1000	Payment must be paid in one lump sum.	
SENIOR LIFE	CL	\$500	Payment must be paid in one lump sum.	
BLIND LIFE	CL	\$250	Payment must be paid in one lump sum.	
SUSTAINING	CL	\$120/Year	-\$8 = \$112	

If renewing, Sustaining Year Count \_\_\_\_\_ See reverse side for more information.

\*no member benefits \*\*does not receive a magazine with membership.

### III. Payment:

Yes, I would like to make the suggested donation of  
 \$10 to support USCF Programs such as youth, scholastic  
 and international activities.

Please Check Method of Payment: ☐ Check or Money Order enclosed.  
 Make checks payable to the U.S. Chess Federation.

MasterCard Visa American Express Discover

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Print name as it appears on card

Membership Dues: \$ \_\_\_\_\_

Chess Life subscription only \$ \_\_\_\_\_

Canada/Mexico Postage\*\* (add \$6 per year) \$ \_\_\_\_\_

Other Foreign Postage\*\* (add \$15 per year) \$ \_\_\_\_\_

Donation (optional) \$ 10.00

**Total Enclosed:** \$ \_\_\_\_\_

\*\*Non-U.S. Residents must add annual surcharge for postage and  
 handling for Chess Life. **Canada/Mexico:** Must add \$6 per year  
**Other Foreign Countries:** Must add \$15 per year

**MEMBERSHIP DUES ARE NOT REFUNDABLE.**

### IV. Please Tell Us More About Yourself: (optional) Please take a moment of your time and complete our USCF survey. All information is kept strictly confidential

The information gathered assists the U.S. Chess Federation in making future plans in events and marketing.

**Marital Status:**

Single

Married

**Do You Play Chess:**

Online

Over the board

**Annual Household Income:**

Under \$25,000

\$25,001 - \$50,000

Correspondence

\$50,001 to \$75,000

Over \$75,000

**Level of Education Completed:**

High School

2 or 4 Year College

Graduate

Post-graduate

**Employment Level:**

Executive

Mid-level

Administrative

Student

Other

**Number in Household:** \_\_\_\_\_

**Do You Own a Computer?**

No

Yes

**Do You Have Internet Access?**

No

Yes

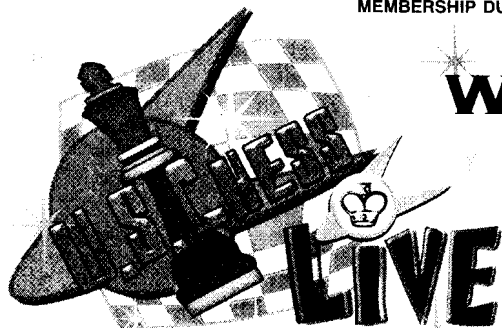
## MEMBERSHIPS:

Each Life, Sustaining, Regular, Senior, Special, Trial, Prison, and Youth member is entitled to receive a regular copy of *Chess Life*. Each Scholastic member is entitled to receive bimonthly *Chess Life*. Each member is entitled to have his or her tournament play officially rated, to participate in the Annual Membership meeting, and to enjoy all other rights and privileges of membership not herein enumerated. Members and Affiliates with mailing addresses outside the United States will be charged an additional fee to cover extra costs. **MEMBERSHIP DUES ARE NOT REFUNDABLE.**

Adult/Regular	Any person may become a Adult/Regular Member of the USCF upon payment of annual adult/regular dues. Receives <i>Chess Life</i> .
Youth	Any person 19 years of age and under may become a Youth Member of the USCF upon payment of annual Youth dues. Receives <i>Chess Life</i> .
Scholastic	Any person 14 years of age and under may become a Scholastic Member of the USCF upon payment of annual Scholastic dues. Receives <i>Chess Life</i> bimonthly.
Blind (Special Member)	A blind person may become a Special Member of the USCF upon payment of annual Special Member dues. Receives <i>Chess Life</i> . The USCF may require reasonable confirmation of eligibility.
Senior	Any person 65 years of age and older may become a Senior Member of the USCF upon payment of annual Senior dues. Receives <i>Chess Life</i> .
Family	Any person may become an additional Family Member of the USCF upon payment of annual additional family member dues per individual member, provided that a relative in the same household is a Life, Sustaining, Regular, Senior, or Special member. Provides no <i>Chess Life</i> magazines. Payment of this type of membership is per individual member, and does not cover entire family.
Sustaining	Any person may become a Sustaining Member of the USCF upon payment of annual dues equal to twice the current rate for Regular Membership plus a surcharge of \$22. If you became a sustaining member between 1/1/95 and 1/1/03, your annual dues remain at \$95. After 10 such timely payments, a Sustaining Member becomes a Life Member. (The dues rate for Sustaining Members automatically changes with each dues change for Regular Members.) Receives <i>Chess Life</i> .
Economy Adult Regular	Any person newly joining the USCF or renewing their membership, may at the time of <i>joining or renewal</i> , become an Economy Regular Member of the USCF upon payment of annual dues. Economy Regular Membership provides all Regular (Adult) Membership benefits, with the exception of <i>Chess Life</i> .
Economy Scholastic	Same as Economy Regular except must be age 14/under. No magazine.
Trial	Any person who has never before been a USCF Member may become a Trial Member of the USCF upon payment of dues for the six month trial period. Can be transferred to full membership if the required \$25 additional dues are paid within the six months. Receives <i>Chess Life</i> .
Life	Any person may become a Life Member of the USCF upon <u>full</u> payment of Life dues. Receives <i>Chess Life</i> .
Senior Life	Any person age 65 years or older may become a Life Member upon <u>full</u> payment of one-half of the Life Member dues.
Blind Life	Any blind person may become a Life Member upon <u>full</u> payment of Blind Life Member dues. The USCF may require reasonable confirmation of eligibility as a condition to continuation of Life membership.
Prison	Any person who is incarcerated in a penal institution in the United States may become a Prison Member upon payment of annual Prison dues. Receives <i>Chess Life</i> .

## CURRENT MEMBERSHIP BENEFITS AND OTHER INFORMATION:

The right to play in over-the-board tournaments, on the internet, and through the mail.  
The right to earn a national rating.  
A subscription to our world-famous monthly magazine, *Chess Life*.  
On-line chess play at USChessLive.  
A free copy of "Ten Tips to Winning Chess" by International Grandmaster Arthur Bisguier upon request.  
Contact with local chess clubs.  
Discounts on books and equipment and special reports.  
USCF is your lifeline to the Chess Community.  
Affinity relationships provide discounts for USCF members only.  
Receive special invitations to participate in USCF programs and events.  
For multiple year memberships, member must remain within age restriction category for the entire life of membership  
All rates are subject to change.  
All printed material sent surface mail. Airmail rates available on request.  
**MEMBERSHIP DUES ARE NOT REFUNDABLE.**



# WWW.USCHESS.ORG

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on national tournaments, ratings, and  
the U.S. Chess Federation.